

CHAPTER 114. MONITOR A DESIGNATED MECHANIC EXAMINER AND/OR DESIGNATED PARACHUTE RIGGER EXAMINER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Maintenance: 3675/3676
- Avionics: 5675/5677

3. OBJECTIVE. This chapter provides guidance for conducting surveillance of Designated Mechanic Examiners (DME) and Designated Parachute Rigger Examiners (DPRE).

5. GENERAL. The surveillance of designated examiners will be accomplished in accordance with FAA Order 1800.56, Administration of Aviation Standards Activities Program Guidelines, as amended. An additional responsibility is to ensure that designated examiners are thoroughly indoctrinated in the importance of their role of administering oral and practical tests to the applicants.

7. SCORING.

A. Oral Test Passing Criteria. At least four oral questions, in each subject area, must be asked.

(1) Additional oral questions or exploratory questions may be used, if necessary, to make an objec-

tive evaluation. However, exploratory questions cannot be used to evaluate the applicant for pass/fail in a subject area.

(2) The minimum passing grade is 70 percent correct in each subject matter area. For example, if the examiner asks four questions, and the applicant fails to provide the correct answer to one of the questions, the grade is passing at 75 percent. If the applicant fails to provide the correct answer for two of the four questions, the grade is not passing at 50 percent.

B. Practical Test Passing Criteria. If the applicant fails to perform the assigned project to the established standard, the examiner may elect to assign additional projects in an attempt to obtain a passing grade. The examiner must assign at least three additional projects, for a total of four projects, in the same subject area to reach a minimum passing grade of 70 percent. If the applicant performs the three additional projects satisfactorily, the applicant's grade is three out of four satisfactorily completed projects which is a passing grade of 75 percent.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of Title 14 of the Code of Federal Regulations (14 CFR) parts 65 and 183
- Successful completion of the Airworthiness Inspector's Indoctrination Course, or previous equivalent, and the Designated Mechanics Examiner Course, as available

B. Coordination. None.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References:

- FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended
- FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended

B. Forms. None.

C. Job Aids. None.

5. PROCEDURES.

A. *Determine the Need for an Inspection.* Conduct the inspection as a result of the following:

- (1) Initial evaluation of the examiner.
- (2) Complaints received about an examiner's conduct of oral and/or practical tests.
- (3) Part of the regularly scheduled work program.
- (4) Spot checks of newly designated examiners.
- (5) Review of examiner's certification files that indicate one of the following:
 - Overall problems with the certification files
 - A "no failure" or "high pass rate"
 - A high activity rate

B. Prepare for the Inspection.

- (1) Review the following:
 - (a) Previous inspection reports and PTRS entries.
 - (b) Any previous correspondence between the flight standards district office (FSDO) and examiner since the last inspection.

(2) Contact the examiner to arrange for the inspection to coincide with scheduled oral and/or practical examinations.

C. Visit the Designated Examiner's Fixed Base.

(1) Ensure that the examiner is maintaining current copies of the following:

(a) DME related documents:

- FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended
- Aviation Mechanic General Oral and Practical Test
- Aviation Mechanic Airframe Oral and Practical Test
- Aviation Mechanic Powerplant Oral and Practical Test
- FAA Form 8610-2, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 337, Major Repair and Alteration
- 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers
- 14 CFR part 183, Representatives of the Administrator
- 14 CFR part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration

(b) DPRE related documents:

- Form 3318, Parachute Rigger Seal Symbol Assignment Card
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended
- Parachute Rigger Oral and Practical Test
- Applicable Manufacturers' Parachute Packing Instructions
- Poynters Parachute Manuals, Volumes I and II
- TSO-C23 Series, Parachutes
- 14 CFR part 105, Parachute Jumping

- TS 108, Parachute Industry Association Publication
- AC 105-2, Sport Parachute Jumping, as amended
- SAE AS8015 Series, Minimum Performance Standards For Parachute Assemblies and Components, Personnel
- NAS 804, National Aircraft Standards Specifications 804

(2) Ensure that the examiner provides adequate security for test booklets and temporary airman certificates.

(3) For DME, determine if the facility is adequately equipped to support testing by inspecting the following areas:

(a) The equipment and materials, including both reciprocating and turbine-powered aircraft, aircraft subassemblies, and mockups, to ensure that they are adequate for an applicant to demonstrate the basic skills for the rating sought

(b) The tools, equipment, materials, and necessary apparatuses required to complete a project assignment, to ensure that they are the type recommended by the aircraft manufacturer or are accepted in the aviation industry.

(c) The tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought. These must be the type recommended by parachute manufacturers or accepted in the industry and cover testing in each subject area for the rating sought.

(4) For DPRE, accomplish the following:

(a) Request and examine the examiner's airman certificates and FAA Form 8430-9, Certificate of Authority.

(b) Ensure that the examiner has completed a recurrent Maintenance Examiner Standardization Seminar within the preceding two years.

(c) Inform the examiner of changes in applicable standards, procedures, or regulations.

D. Observe the Designated Examiner Conducting an Exam.

(1) Perform pretest inspection activities.

(a) Review the examiner's test plan for the following:

- Does the plan include the questions and projects listed in the mechanic and/or parachute rigger oral and practical test booklets, or do the substitute questions and/or projects cover the same general area?
- Does the plan test in each subject area?

(b) Ensure that the examiner receives and properly reviews a completed application from the applicant and that the applicant is eligible to take the oral and practical examinations.

(c) Request appropriate identification from the applicant to ensure the applicant's identity.

(d) Ensure that the examiner does not intend to administer the oral and/or practical test to more than one applicant at a time.

(e) Ensure that the applicant is informed that the inspector is principally observing the examiner's performance and that unless circumstances otherwise warrant at the conclusion of the tests, the examiner will issue either a temporary certificate or a properly coded FAA Form 8610-2 that will indicate the portions that the applicant failed.

(2) Observe an oral test. Ensure that the examiner accomplishes the following:

(a) Asks at least four oral questions in each subject area for each section required for the rating sought.

(b) Uses the oral and practical test booklet to determine if the applicant's answer is acceptable.

(c) Obtains a minimum passing grade of at least 70 percent from the applicant within each subject area.

(d) Requires the applicant to pass each subject area in order to pass a section.

(e) Follows the prepared oral test plan and properly records the results.

(f) Allows the applicant to answer each question without providing assistance.

(3) Observe a Practical Test. Ensure the following:

(a) That the examiner assigns a practical project in each subject area for each section required for the rating sought.

(b) That the examiner, by the use of the oral and practical test guide, has the equipment and material that is listed in the "GIVEN" for the assigned project. In the case of substitute projects, determine

if the examiner has the equipment and material to actually perform the required tasks to complete the project.

NOTE: For DME's, if the practical test is for the "General" section, the examiner includes at least one weight and balance problem. If the practical test is for the "Powerplant Systems and Components" section, the examiner includes at least one propeller project. And the examiner requires an FAA Form 337 to be executed in conjunction with at least one practical project for each test given.

(c) That the examiner judges acceptability of projects completed by an applicant by using the performance and level standards outlined in the oral and practical test booklet.

(d) That the examiner personally observes all practical projects performed.

(e) That the examiner requires the applicant to pass each subject area to pass a section. If the applicant fails to meet the performance standard the examiner may assign at least four additional projects. If this occurs, ensure that the applicant obtains a minimum passing grade of at least 70 percent within each affected subject area.

(f) That the examiner is following the prepared practical test plan and properly recording the test results.

(g) That the examiner allows the applicant to complete each project without providing assistance.

E. Observe the Post Test Activities. After observing the examiner conduct an oral and practical test of the applicant, note the following four possible outcomes. In each of these outcomes, conduct a debriefing with the examiner, separate from the applicant. Discuss the performance of the applicant and the examiner, and recommend areas of improvement needed by the examiner.

- If both the examiner and the applicant perform satisfactorily, observe the examiner properly completing FAA Form 8610-2 and issuing FAA Form 8060-4.
- If the examiner performs satisfactorily but the applicant is unsatisfactory, observe the examiner properly completing FAA Form 8610-2 and properly identifying the oral and/or practical projects failed or subject areas not tested.
- If the examiner performs unsatisfactorily but the applicant performs satisfactory, allow the examiner to complete FAA Form 8610-2, and issue FAA Form 8060-4.
- If both the examiner and the applicant perform unsatisfactorily, allow the examiner to properly complete FAA Form 8610-2, properly identifying the oral and/or practical projects failed or subject areas not tested.

7. TASK OUTCOMES.

A. File PTRS Data Sheet.

B. Completion of this Task will Result in One of the Following:

(1) If the examiner's performance is satisfactory, an indication to that effect in the examiner's FSDO file.

(2) If the examiner's performance is unsatisfactory, an indication to that effect in the examiner's FSDO file, and one of the following actions:

- Cancellation of the examiner's designation
- Counseling or other corrective action to obtain satisfactory performance
- Enforcement investigation of the examiner

9. FUTURE ACTIVITIES. If the examiner fails to correct any of the listed discrepancies, take the appropriate action, which may include cancellation of the designation.

